

Florence, 22/2/06

VACANCY NOTICE IUE/1/2006

**coupled with a notice for an
OPEN COMPETITION ON THE BASIS OF QUALIFICATIONS AND TESTS**

Nature of post: 1 contract post – FG II – Secretary
(The post will be externally funded)

Unit to which post is attached: Robert Schuman Centre for Advanced Studies

Duration of contract: three years, with possibility of renewal.

A member of the contract staff is entitled to participate in internal competitions for temporary or permanent staff members after two years of service.

Description of duties: contract staff member in charge of secretarial tasks, office management and other equivalent tasks under the supervision of permanent or temporary staff.

Qualifications required:

- Being a national of a Member State of the European Union, or a national of third countries having acquired the status of long term resident on the basis of the EU Directive 2003/109/EC;
- Post-secondary education attested by a diploma;
- Secretarial skills, attested by a diploma, or equivalent experience;
- Work experience in a university or research environment will constitute an advantage;
- Familiarity with the use of computers and office automation software;
- Ability to work as part of a multinational team;
- Good knowledge of English and French.
- Knowledge of Turkish and Arabic could be an asset, given the research area of the project to which the successful candidate will be assigned.

Selection process:

Candidates short-listed by the Selection Board will be invited for

- a language test
- a computing test
- an interview, enabling assessment of the candidate's ability to carry out the tasks of the post and to work in an international academic institution

Assessment on the basis of qualifications and marking of tests:

Marking: 0 to 20 for the assessment on the basis of qualifications;

Marking: 0 to 20 for the language test;

Marking: 0 to 20 for the computing test;

Marking: 0 to 40 for the interview by the Selection Board.

The net monthly salary:

The net monthly salary after taxes is approx. euro 1,850. In addition, when conditions as laid down by the Statutes are applicable, there are family allowances - household allowance, dependent child allowance, education allowance – and expatriation allowance (approx. 16% of salary).

The European University Institute is an academic institution set up in 1976 by the Member States of the European Union charged with research and postgraduate training in Law, Economics, History and Civilisation and Political and Social Sciences with special reference to Europe. The Institute which is not part of the European Union is an intergovernmental institution, funded directly by the signatory states and partly by the EU (<http://www.iue.it>).

The European University Institute is an equal opportunity employer.

Applications (for which there is no form to fill in) should refer to open competition IUE/1/2006 and should be sent, accompanied by relevant documents and including the names of two referees from whom references might be sought, to:

Mrs Sarah Ludemann
Personnel Service
European University Institute
Via dei Roccettini 9
I-50016 San Domenico di Fiesole (FI) – Italy

Fax: (+39) 055 4685293
e-mail: applyadm@iue.it

DEADLINE **FOR RECEIPT** OF APPLICATIONS: **24 March 2006**

Yves MENY

